

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1082

PAGE
NO. 1 of 4.

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE		Lane College Center
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>General Correspondence</u> Subject arrangement of original incoming, copies of out-going letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.	Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.
2.	<u>Operations</u> Resource materials regarding student center operations, records kept on national trends and on-sight implementation and referred to for policy development and clarification.	Screen annually. Destroy that material which is over three years old except material of an on-going value and materials which illustrate the policy, program or development of the department or college which are to be transferred to history file for permanent retention.
3.	<u>Fraternity/Sorority</u> Individual organizational records including charters, constitution, officers, membership lists and service work. Evaluations of individual group membership in order to assess the group's value to the college and the group's compliance with college policy.	Screen annually. Destroy that material which is over three years old except material of an on-going value and material which illustrates the policy, program or development of the department or college which are to be transferred to history file for permanent retention.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12-18-86 B. Betty Williams
Date Signature
Director Of
Administrative
Services
Title

1/3/87 Edward J. [Signature]
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE
NO. 1082

PAGE
NO. 2 of 4

Item No.	Description	Retention
4.	<u>Greek Council</u> Organization records including constitution, membership, officers, minutes of meetings, and copies of correspondence with college, community, and national organizations. Referred to for history of particular events and clarification of policy.	Screen annually. Destroy that material which is over three years old except material of an on-going value and materials which illustrate the policy, program, or development of the department or college which are to be transferred to history file for permanent retention.
5.	<u>Campus Activities Board (Active, Inactive)</u> College Bowl, General Resources, Leadership Conference - Records of group, including contracts, related publicity, income and also records of CAB internal operations (constitution, organizational structure, officers, applications). Program resource material also included. Used to train student members in developing future program offerings and as a back-up in contract negotiations.	Screen annually. Destroy that material which is over three years old except material of an on-going value and material which illustrate the policy, program, or development of the department or college which are to be transferred to a history file for permanent retention.
6.	<u>Alcohol Awareness</u> Resource material regarding alcohol information and alternative activities. Used in planning activities and guiding individual student groups regarding activities. Also used in counseling individual students and preparing educational programs.	Retain for three years, then destroy.
7.	<u>Sound Room Records</u> Logs indicating frequency of use of service and also damages to or breakdown in equipment. Used to assess popularity of service and to document sound equipment problems.	Retain for three years, then destroy.
8.	<u>Summer Activities</u> Records of activities in a given year (bowling, movies etc.). Referred to in planning events the following year and also to confirm bills.	Screen annually. Destroy that material which has no further value. Retain all other for three years, then destroy.

Fig. 6A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE
NO. 1082

PAGE
NO. 3 of 4

Item No.	Description	Retention
9.	<u>Cultural Events</u> Contracts, agreements, and general contract information and publicity. Referred to in planning future events. Used in the current year to coordinate upcoming events.	Screen annually. Destroy that material which has no further value. Retain all other for three years, then destroy.
10.	<u>Publications</u> (Active, Inactive) Copies of campus newspaper, public events calendars, newsletters, etc. used for referral to when researching background or campus activities and general campus information.	Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.
11.	<u>Reservations</u> (Active, Inactive) Forms indicating set up for scheduled events in the student center. Referred to for duplicate arrangements and used in the current year to notify the staff of requirements needed for any space requiring special set-up information.	Screen annually. Destroy that material which has no further value. Retain all other for three years, then destroy.
12.	<u>Organization Files</u> Charters, constitutions, membership lists, direct communication in connection with official college regulations of student groups.	Screen annually. Destroy that material which is over three years old except material of an on-going value and materials which illustrate the policy, program or development of the department or college which are to be transferred to history file for permanent retention.
13.	<u>Catering</u> All catering request forms which include all menus, times, dates, etc., for each individual catering event. Referred to for information requested by groups for catering information in previous years. Also used for end of year catering report.	Screen annually. Destroy that material which has no further value. Retain all other for three years then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 1082PAGE
NO. 4 of 4

Item No.	Description	Retention
14.	<u>Administrative Records</u> Includes staff recruitment and training files, building equipment files which are used for staff evaluation, update of recruitment and training procedures, records of assessment of equipment and condition of equipment.	Screen annually. Destroy that material which is over three years old except material of an on-going value and materials which illustrate the policy, program or development of the department or college which are to be transferred to history file for permanent retention.
15.	<u>Prenumbered Cards from Game Room</u> Used to keep record of amount of time each customer plays pool.	Retain for three years or until all audit requirements have been fulfilled then destroy.
16.	<u>Cash Register Tapes from Game Room/Candy Counter</u> Used to verify the amount of business done daily in each area.	Retain for three years or until all audit requirements have been fulfilled then destroy.
17.	<u>Purchase Orders, Receipts</u> Purchase Orders/Requisitions--filed together to record all purchases made out of the College Center Budget; Receipts--record of cash deposited from activities at Candy Counter/Games Room.	Screen annually. Destroy that material which has no further value. Retain all other for three years then destroy.
18.	<u>Cash Report Forms from Game Room/Candy Counter</u> Used internally to record cash received at Candy Counter/Games Room and to show a breakdown of income from those areas (auditors use when checking our income records).	Retain for three years or until all audit requirements have been fulfilled, then destroy.